

# **INTERNATIONAL TREASURY SERVICES – ITS.gov**

## **USER RESPONSIBILITY STATEMENT and RULES OF BEHAVIOR**

ITS.gov users are entrusted with Bureau of the Fiscal Service (Fiscal Service) information technology resources (IT). Please print, review, and sign the following Fiscal Service User Responsibility Statement and Rules of Behavior. You may return this form to ITS.gov Enrollment electronically via email to our group email at [itsenrollment@fiscal.treasury.gov](mailto:itsenrollment@fiscal.treasury.gov). You may also return the original, signed document(s) to the Kansas City Financial Center via an overnight carrier using the following address:

Kansas City Financial Center  
Attn: ITS.gov Enrollments (FSSB)  
4241 NE 34th Street  
Kansas City, Missouri 64117  
816-414-2150

### **LOGON ID, PASSWORD AND PKI Token:**

The Treasury ITS.gov User Administration will e-mail the individual logon ID and mail the temporary password. The password, which is under your sole control, provides protection for you and ITS.gov. The pattern of your logon ID may be known by others and the logon ID is displayed on the screen when entered, but your password is not displayed and not known by anyone other than you. The Trusted Registration Agent (TRA) will provision you with your PKI token for two-factor authentication. You must sign the PKI non-Disclosure agreement prior to accessing ITS.gov. **After initial logon, all ITS.gov users must access the system at least every 90 days to remain active.** If your account is inactivated because it has not been used new paperwork must be submitted to the Kansas City Financial Center to reissue your account. If at any time during the log-on process the individual's logon ID or password should become suspended please contact the Kansas City Financial Center Helpdesk at (816) 414-2150.

### **USER RESPONSIBILITIES:**

Once assigned a user ID and temporary password from ITS.gov, you agree to be responsible for the consequences that result from the disclosure or use of your password. To avoid compromising your password, you agree that you will:

- Must be at least 8 characters long.
- Must contain at least one uppercase letter.
- Must contain at least one lowercase letter.
- Must contain at least one numeric character
- Must contain at least one special character
- Must not have more than two repeating characters
- Must not repeat any of your last ten passwords.
- Must not have been your password during the last ten days.
- Must not be a word in a language, slang, dialect or jargon.
- Must not be related to personal identity, history, environment, or other personal associations.
- Must not be shared or displayed in plain view.
- Log off the system whenever you leave your computer unattended.

Your password expires after 90 calendar days of inactivity, or immediately if a password is suspended, lost or compromised. All users must change their passwords when prompted. In addition, you must report unauthorized use or if you believe that someone may know your password, to the ITS.gov Security Administration Group at (816) 414-2150 or email them at [itsenrollment@fiscal.treasury.gov](mailto:itsenrollment@fiscal.treasury.gov) to have your password changed immediately.

## **RULES OF BEHAVIOR:**

The following Rules of Behavior are the minimum rules for external users who are requesting a user account for ITS.gov:

1. You must conduct only authorized business on the system.
2. Your level of access to the Fiscal Service system, ITS.gov, is limited to ensure your access is no more than necessary to perform your legitimate tasks or assigned duties. If you believe you are being granted access that you should not have, you must immediately notify the Kansas City Financial Center Helpdesk at (816) 414-2150 or email them at [itsenrollment@fiscal.treasury.gov](mailto:itsenrollment@fiscal.treasury.gov).
3. You must maintain the confidentiality of your authentication credentials such as your password. Do not reveal your authentication credentials to anyone; you should never be asked to reveal your credentials.
4. You must access ITS.gov by typing the <https://www.its.gov> or using a bookmark. In addition, you must open ITS.gov prior to accessing any other websites, and avoid unrelated web browsing. ITS.gov must be the only website accessed within a single browser session.
5. You must follow proper logon/logoff procedures. You must manually logon to your session; do not store your password locally on your system or utilize any automated logon capabilities. You must promptly logoff when session access is no longer needed. If a logoff function is unavailable, you must close your browser. Never leave your computer unattended while logged into the system.
6. You must report all security incidents or suspected incidents (e.g., lost passwords, improper or suspicious acts) related to the Fiscal Service system to the Kansas City Financial Center Helpdesk at 816-414-2150.
7. You must not attempt to circumvent any ITS.gov security control mechanisms.
8. You must not establish any unauthorized interfaces between Fiscal Service applications and other non- Fiscal Service systems.
9. You must utilize anti-virus protection mechanisms on any systems connecting to the Fiscal Service ITS.gov application.
10. Your access to the ITS.gov application constitutes your consent to the retrieval and disclosure of the information within the scope of your authorized access, subject to the Privacy Act, and applicable Federal laws.
11. You must safeguard system resources against waste, loss, abuse, unauthorized use or disclosure, and misappropriation.
12. You must not process classified national security information on the system.
13. You must not browse, search or reveal Fiscal Service system information except in accordance with that which is required to perform your legitimate tasks or assigned duties. You must not retrieve information, or in any other way disclose information, for someone who does not have authority to access that information.
14. You should contact your Fiscal Service Information System Security Officer at the Kansas City Financial Center Helpdesk at 816-414-2150 if you do not understand any of these rules.

### **ACCEPTANCE**

I have read the above Rules of Behavior for External Users of the Bureau of the Fiscal Service System, ITS.gov. By my signature below, I acknowledge and agree that my access to this Fiscal Service system is covered by, and subject to, such Rules. Further, I acknowledge and accept that any violation by me of these Rules may subject me to civil and/or criminal actions and that Fiscal Service retains the right, at its sole discretion, to terminate, cancel or suspend my access rights to ITS.gov at any time, without notice.

User's Legal Name: \_\_\_\_\_(printed)

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_